



**BOARD OF DENTAL EXAMINERS OF ALABAMA**  
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**MINUTES**  
Board Meeting  
October 13-14, 2016

The Board of Dental Examiners of Alabama met Thursday October 13, 2016 at the Board Office in Hoover, Alabama to conduct business.

The President called the meeting to order at 6:17 p.m. with the following members in attendance: Dr. Sam J. Citrano, Jr., President, Dr. William E. Chesser, Vice President, Dr. Adolphus M. Jackson, Secretary/Treasurer, Dr. Thomas Gerald Walker, Dr. Douglas Beckham, Dr. Stephen R. Stricklin, and Ms. Sherry Skinner Campbell, RDH. Also in attendance were Ms. Susan Wilhelm, Esq., Executive Director and General Counsel, Dr. Donna Dixon, Esq., Prosecuting Attorney, Mr. Blake Strickland, Investigator, Mr. Kevin Lane, Paralegal and Executive Assistant to Ms. Susan Wilhelm, Esq., and Ms. Linda Dlugosz, Administrative Assistant.

The President determined that a quorum was present; Counsel orally confirmed.

The meeting was advertised on the Board's web site, [www.dentalboard.org](http://www.dentalboard.org), and on the Secretary of State's website, [www.sos.alabama.gov](http://www.sos.alabama.gov), in compliance with the Alabama Open Meetings Act.

Ms. Sonya Lankford ran a report on the Board's Licensing software to determine the winner of the election for Board Member in the presence of all Board members. The final count was:

Dr. Mark McIlwain – 987 votes

Dr. Thomas T. Dr. Thomas T. Willis – 367 votes

Declined to vote – 208

Dr. Mark McIlwain was declared the winner.

The President welcomed guests: Dr. Mark King, Dr. Mike Koslin, Dr. David Northcutt, Dr. Zack Studstill, and Mr. Steve Windom.

The President asked for review of the minutes from the September 8-9, 2016 meeting. Dr. Chesser moved to approve the minutes as presented. Dr. Walker seconded the motion and it was approved by general consent.

Minutes October 13-14, 2016  
Board of Dental Examiners of Alabama

Dr. Jackson presented the Financial Report. Dr. Stricklin moved to approve the report as presented. Ms. Campbell seconded the motion and it was approved by general consent.

Dr. Studstill presented Dr. Citrano, Jr. with a plaque on behalf of the Alabama Dental Association in recognition of his service of 5 years as a Board member and one year as President of the Board. Dr. Citrano, Jr. expressed his appreciation and expressed how much he has enjoyed serving the Board.

The President invited Dr. Northcutt to address the Board. He expressed appreciation for the Board's efforts related to the Expanded Duty Dental Assistant license and offered suggestions for moving forward. The President thanked Dr. Northcutt for his comments.

Mr. Steve Windom presented the Governmental Affairs Report.

Mr. Windom expressed his appreciation for Dr. Citrano, Jr. and wished him success in his future endeavors. He updated members on current political and legislative issues. At the conclusion of the report, Mr. Windom left the meeting.

Dr. Mark McIlwain joined the meeting.

The President recognized and congratulated Dr. McIlwain on winning the election.

Members reviewed as an FYI sent by Dr. McIlwain: Medical Association of Alabama's *New Opioid Guidelines*. There was discussion about protocol for prescribing narcotics and whether the Dental Board could propose a mandatory CE for all dentists who prescribe Schedules II-V drugs.

Members read and discussed a letter from Ross Medical Education Center responding to information previously sent by Ms. Wilhelm regarding their Dental Assisting syllabus. The Center assured the Board that they are reviewing the program to ensure conformance with Board rules. They requested approval of their Dental Assisting Program. Dr. Chesser moved to approve Ross Medical Education Center Dental Assisting Program for the sake of satisfying the requirements of *up to 12 months schooling* for applicants of the ADHP. Dr. Beckham seconded the motion consent.

Dr. Walker moved to approve a request from Dr. Josh Mathis to supplement his WREB scores with the section of another Regional Exam in order to meet the requirements for initial licensure. Dr. Jackson seconded the motion and it was approved by general consent with the hygiene member abstaining from the vote.

Members discussed assessing a late fee for renewals completed after October 1<sup>st</sup>. This would require a statutory change. Members will consider increasing the cost of reinstatements to help discourage late renewals.

Dr. Beckham expressed that he spends too many hours trying to read complaints that are hand written and requests that the response from licensees be typed.

Members reviewed the ADEX Letter to Member States.

Members read *Initial Licensee requirements Kentucky Board* sent by Dr. Thomas Willis.

Members reviewed *CITA/ADEX Hygiene Exam* – CITA will be using the ADEX exam model for all their clinical hygiene exams and to test ADHP students.

Members discussed the current complaint protocol that allows the Board to initiate a complaint. Initiating a complaint by the Board will be considered on a case-by-case basis.

Members discussed changing meeting dates in 2017. Dr. Citrano, Jr. moved to change the February 2017 date to 9-10; all other meeting dates remain as originally approved, and to add a special meeting June 3, 2017 at 2:00 p.m. to approve UAB SOD graduate applications. Dr. Chesser seconded the motion and it was approved by general consent.

After discussion of a request brought up by a licensed dentist, Dr. Citrano, Jr. moved that the Board opines that tattoo removal and hair removal is within the scope of dentistry. Dr. Walker seconded the motion and the President called for the vote: Dr. Chesser, nay, Dr. Jackson, nay, Dr. Walker, yea, Dr. Citrano, Jr., nay, Dr. Stricklin, nay, Dr. Beckham, abstain, Ms. Sherry Campbell, abstain. The motion failed.

Dr. Paul Bishop asked if there are limitations on the definition of a dentist using fillers and injectables on the face. Ms. Wilhelm will refer Dr. Bishop to the statement on Botox and fillers recorded in the July 2010 minutes. This information is on the *Frequently Asked Questions (FAQ)* on the Board's website.

At 8:11 p.m. the President recessed the meeting until 8:30 a.m. Friday October 14.

**MINUTES**  
Board Meeting  
Friday, October 14, 2016

The meeting of the Board of Dental Examiners of Alabama reconvened Friday, October 14, 2016 at the Board Office in Hoover, Alabama.

The President called the meeting to order at 8:42 a.m. with the following members in attendance: Dr. Sam J. Citrano, Jr., President, Dr. William E. Chesser, Vice President, Dr. Adolphus M. Jackson, Secretary/Treasurer, Dr. Thomas Gerald Walker, Dr. Douglas Beckham, Dr. Stephen R. Stricklin, and Ms. Sherry Skinner Campbell, RDH. Also in attendance were Ms. Susan Wilhelm, Esq., Executive Director and General Counsel, Dr. Donna Dixon, Esq., Prosecuting Attorney, Mr. Blake Strickland, Investigator, Mr. Kevin Lane, Paralegal and Executive Assistant to Ms. Susan Wilhelm, Esq., and Ms. Linda Dlugosz, Administrative Assistant.

The President determined that a quorum was present; Counsel orally confirmed.

The meeting was advertised on the Board's web site, [www.dentalboard.org](http://www.dentalboard.org), and on the Secretary of State's website, [www.sos.alabama.gov](http://www.sos.alabama.gov), in compliance with the Alabama Open Meetings Act.

The President welcomed guests, Dr. McIlwain and Dr. Northcutt.

Dr. Jackson moved to approve Dental Licensure by Credentials based on successful completion of the jurisprudence exam for Josie Reynolds, DMD. Dr. Beckham seconded the motion and it was approved by general consent with the hygiene member abstaining from the vote.

Dr. Walker moved to approve Dental Licensure by Regional Exam based on successful completion of the jurisprudence exam for the following. Dr. Chesser seconded the motion and it was approved by general consent with the hygiene member abstaining from the vote.

Richard Cordero, DMD

Benjamin Samuelson, DMD

Dr. Stricklin moved to approve Dental Special Purpose Licensure for 3 Years based on successful completion of the jurisprudence exam for Bracy Haynie, DDS. Dr. Citrano, Jr. seconded the motion and it was approved by general consent with the hygiene member abstaining from the vote.

Dr. Jackson moved to approve Dental Hygiene Licensure by Credentials based on successful completion of the jurisprudence exam for Tammera Sharp, RDH. Ms. Campbell seconded the motion and it was approved by general consent.

Dr. Stricklin moved to approve Dental Hygiene Licensure by Regional Exam based on successful completion of the jurisprudence exam for the following. Dr. Beckham seconded the motion and it was approved by general consent.

Olivia Frazier, RDH

Kaitlin Friary, RDH

Lacey Gipson, RDH

Kelli McCard, RDH

Marie Miller, RDH

Ms. Campbell moved to approved Hygiene Special Purpose Licensure for 3 Years based on successful completion of the jurisprudence exam for Juliette Adel, RDH. Dr. Walker seconded the motion and it was approved by general consent.

Ms. Hilda Johnson presented the ADHP report.

Two students dropped out last month because of medical reasons. Dr. Weatherford and Dr. Tilashalski presented the lectures at the October meeting. There will be three Instructor Courses scheduled for 2017: Alumni weekend at UAB in February; during the 8<sup>th</sup> District Dental Meeting in Huntsville April 7; and the ALDA Annual meeting in Perdido in June. To answer a question from a student, members agreed that a student Hygienists can perform all duties that are allowed by a permanently licensed hygienist.

Students have requested a graduation ceremony at the end of the course. Ms. Johnson suggested having this at the culmination of their Board Exam administered by CITA. They would all be together and the out-of-town students wouldn't have to return to Birmingham to participate. Members agreed and suggested appointing a Class Chairman and allowing that student to plan the ceremony/celebration.

Ms. Sherry Campbell suggested restricting the amount of prophys a hygiene student is allowed to perform because some dentists are using their student as a full-time hygienist. Members agreed there would be no way to enforce that restriction. This concluded the ADHP report.

Mr. Blake Strickland presented the Site Inspections Report. There was discussion about who is responsible for keeping drug dispensing logs at the UAB SOD.

Dr. Dixon presented the Attorney Report.

Ms. Wilhelm explained that when a report has been received from the NPDB or an *adverse action* report historically these have been handled outside of protocol without assigning a case number. If more information is needed the report should be assigned a case number and protocol followed. If no further investigation is needed the case can be closed as usual. Members concurred with this process and it will be followed in the future.

Ms. Wilhelm presented the Wellness Report provided by Dr. Garver.

108 professionals are currently being monitored.

At 10:10 a.m. the President announced a break. The meeting resumed at 10:23 a.m.

Dr. Jackson presented the Proposed Budget for 2016-2017. Ms. Campbell moved to approve the budget as presented. Dr. Stricklin seconded the motion and it was approved by general consent.

Dr. Stricklin moved to notice the Respondent of case #2016-52 for a hearing. Dr. Beckham seconded the motion and it was approved by general consent with the case team leader abstaining from the vote.

Dr. Walker moved to notice the Respondent of case #2016-55 for a hearing. Dr. Citrano, Jr. seconded the motion and it was approved by general consent with the case team leader abstaining from the vote.

Dr. Chesser moved to send a *Cease and Desist* letter to the Respondent of case #2016-68. Dr. Beckham seconded the motion and it was approved by general consent with the case team leader and hygiene member abstaining from the vote.

Dr. Walker moved to send a *Cease and Desist* letter to the Respondent of case #2016-66. Dr. Stricklin seconded the motion and it was approved by general consent with the case team leader and hygiene member abstaining from the vote.

Dr. Chesser moved to notice the Respondent of case #2016-56 for a hearing. Dr. Jackson seconded the motion and it was approved by general consent with the case team leader and hygiene member abstaining from the vote.

Dr. Walker moved that there is no evidence to sustain in case #2016-57. Dr. Citrano, Jr. seconded the motion and it was approved by general consent with the case team leader and hygiene member abstaining from the vote.

Dr. Stricklin moved to notice the Respondent of case #2016-72 for a hearing. Dr. Chesser seconded the motion and it was approved by general consent with the case team leader and hygiene member abstaining from the vote.

Dr. Walker moved to notice the Respondent of case #2016-73 for a hearing. Dr. Citrano, Jr. seconded the motion and it was approved by general consent with the case team leader and hygiene member abstaining from the vote.

Dr. Stricklin moved to notice the Respondent of case #2016-70 for a hearing. Dr. Walker seconded the motion and it was approved by general consent with the case team leader and hygiene member abstaining from the vote.

Ms. Wilhelm presented the Executive Director Report.

She reminded members to email their article for the Newsletter to [linda@dentalboard.org](mailto:linda@dentalboard.org). Next year members will be asked to send their articles in July so that the Newsletter can be published earlier in the year.

There are 6 applications for Administrative Law Judge at this time. November 1<sup>st</sup> is the deadline for submission.

Annual renewals are running smoothly. Most problems deal with licensees not retaining their username and password from the previous year. Staff will be processing dental renewals Monday the 17<sup>th</sup>. There were 400+ licensees who *unsubscribed* to the Board's emails. Staff has contacted each licensee to confirm their email address; forward them the renewal email; and make sure they are receiving administrative emails.

There have been many calls asking for clarification of CEs especially those in the middle of their 2-year cycle. Ms. Wilhelm suggested that disciplining any licensee who doesn't have hours in place while in the middle of their earning period would be inherently unfair. She suggests allowing all

licensees to earn their annual hours from Oct. 1, 2016 to Sept. 30, 2017 and then conduct auditing in January 2018. By that time all licensees should be in compliance with the requirements, regardless of the amendment.

Ms. Wilhelm is researching companies who provide election services to boards and associations to see if there is a 3<sup>rd</sup> party vendor who can administer the election process for upcoming years.

Members have asked about obtaining a new building/office space. The current lease expires in 2019. Ms. Wilhelm will research the process for procuring a consultant to assist the Board with determining space needs, location, and cost of a new office space. This concluded the report.

At 11:40 a.m. staff excused themselves from the meeting. Members discussed staffing needs and current staffing levels and responsibilities. Members instructed Ms. Wilhelm to begin the process of searching for an additional staff member to handle book keeping duties.

At 12:25 p.m. staff returned to the meeting.

Members discussed Expanded Duty Dental Assistant duties for Rule making. Dr. Stricklin moved to approve the following functions for a properly trained assistant. Dr. Jackson seconded the motion and the President called for the vote: Dr. Stricklin, yea, Dr. Beckham, yea, Dr. Chesser, yea, Dr. Jackson, nay, Dr. Walker, nay, Dr. Citrano, Jr., yea. The motion carried with the hygiene member abstaining from the vote:

- Contour, fit and cement a stainless steel crown on deciduous teeth;
- Place, finish, and polish amalgam restorations;
- Place, finish, and polish Class I and Class V composite restorations; and,
- Place pit and fissure sealant and polish and adjust sealant as needed.

At 12:55 p.m. Dr. Citrano, Jr. swore in Dr. Mark McIlwain as Board member.

At 1:00 p.m. Dr. Stricklin moved to adjourn the meeting. Dr. Walker seconded the motion and it was approved by general consent.

Respectfully Submitted,



Dr. Adolphus M. Jackson, Secretary/Treasurer

Approved: 11/3/2016

Submitted by: Linda Dlugosz

**BOARD OF DENTAL EXAMINERS OF ALABAMA**  
**Profit & Loss Budget Performance**  
August 2016

Oct., 2016 Board Meeting  
Bank Bal as of 08/31/2016  
Ck \$1,149,917.33  
MM \$301,597.35

	<u>Aug 16</u>	<u>Budget</u>	<u>Oct '15 - Aug 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
501 · Annual Dental Registration	1,800.00		491,000.00	512,000.00	512,000.00
502 · Annual Hygiene Registration	130.00		266,305.00	277,375.00	277,375.00
503 · Controlled Substance Fee	920.00		239,330.00	261,375.00	261,375.00
504 · Annual Teaching Permits	0.00		5,500.00	5,400.00	5,400.00
505 · ADHP Certification	0.00	1,000.00	12,225.00	11,000.00	12,000.00
507 · Drug Log Books	0.00	45.83	483.00	504.17	550.00
508 · ADHP	0.00	0.00	91,200.00	85,000.00	85,000.00
509 · Dental Exam Fee	0.00	666.66	7,700.00	7,333.34	8,000.00
510 · Original License Fee	0.00	333.33	1,925.00	3,666.67	4,000.00
511 · Licenses Reprint Fee	0.00	166.66	1,775.00	1,833.34	2,000.00
512 · Dental Hygiene Exam Fee	0.00	1,250.00	8,300.00	13,750.00	15,000.00
513 · Directory Fee	0.00	291.66	4,014.01	3,208.34	3,500.00
515 · Penalty Fee	0.00	625.00	13,150.00	6,875.00	7,500.00
516 · Privilege License Money	0.00	0.00	0.00	20,000.00	20,000.00
517 · Interest Inc - checking	10.24	16.66	124.16	183.34	200.00
518 · Parental Sedation Permit Fee	0.00		8,400.00	10,000.00	10,000.00
519 · Anesthesia Permit	400.00		26,200.00	25,000.00	25,000.00
520 · Refunds	0.00		1,134.79		
521 · Other Income	0.00	41.66	0.00	458.34	500.00
525 · Dent Hyg Bd Appl	0.00	583.33	6,300.00	6,416.67	7,000.00
526 · ADHP Materials	0.00	0.00	43,090.00	45,000.00	45,000.00
527-1 · Administrative Costs	0.00	166.66	5,000.00	1,833.34	2,000.00
527-3 · Administrative Fines	0.00		6,400.00		
527 · Disciplinary Fines (Prior)	0.00		110,750.00		
528 · Initial Anesthesia Evaluation	0.00	1,250.00	17,100.00	13,750.00	15,000.00
529 · OCS Annual Reg. Fee	250.00		20,550.00	21,000.00	21,000.00
530 · Licensure By Credentials	0.00	2,916.66	32,000.00	32,083.34	35,000.00
531 · RETURNED CHECK CHARGES	0.00	83.33	120.00	916.67	1,000.00
532 · OCS Initial App. Fee	0.00		100.00		
533 · Dental Lic. Bd Exam Application	0.00	1,166.66	15,400.00	12,833.34	14,000.00



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	<u>Aug 16</u>	<u>Budget</u>	<u>Oct '15 - Aug 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
540 · Special Purpose Dental Lic Fee	0.00	83.33	550.00	916.67	1,000.00
545 · Special Purpose Hygiene Lic Fee	0.00	66.66	585.00	733.34	800.00
617 · MDF Permits	0.00	166.66	4,750.00	1,833.34	2,000.00
800 · 800-OVERPAYMENTS	0.00		-115.00		
<b>Total Income</b>	<u>3,510.24</u>	<u>10,920.75</u>	<u>1,441,345.96</u>	<u>1,382,279.25</u>	<u>1,393,200.00</u>
<b>Gross Profit</b>	3,510.24	10,920.75	1,441,345.96	1,382,279.25	1,393,200.00
<b>Expense</b>					
0100-0 · Personnel Costs	39,016.24	39,833.33	474,480.47	438,166.67	478,000.00
0114-0 · Board Member Compensation	1,800.00	8,333.33	63,350.00	91,666.67	100,000.00
0198-0 · Bonus	0.00		2,900.00	3,500.00	3,500.00
0201-0 · Payroll Expenses	3,135.96	4,166.66	44,082.29	45,833.34	50,000.00
0202-0 · Pension Plan	0.00	0.00	71,508.19	75,000.00	75,000.00
0203-0 · Medical Insurance	5,471.27	3,833.33	52,240.24	42,166.67	46,000.00
0204-0 · Workman Comp. Ins.	5,170.00		21,972.00	20,000.00	20,000.00
0205 · Unemployment Fees	0.00	41.66	25.00	458.34	500.00
0300-0 · Travel - In-State	840.06	2,250.00	29,843.16	24,750.00	27,000.00
0400-0 · Travel - Out-of-State	1,580.41	2,291.66	15,340.63	25,208.34	27,500.00
0500-0 · Repairs & Maintenance	218.52	225.00	2,622.24	2,475.00	2,700.00
0600-1 · Rentals & Leases/Offsite Meetin	0.00	83.33	1,077.87	916.67	1,000.00
0602-1 · Rent on Building	8,174.65	8,166.66	87,948.15	89,833.34	98,000.00
0700-0 · Utilities & Communications					
0700-1 · Utilities - Telephone	0.00	708.33	10,365.39	7,791.67	8,500.00
0700-2 · Utilities - Cell Phone	0.00	41.66	490.56	458.34	500.00
0700-3 · Utilities - Power	693.42	708.33	7,118.32	7,791.67	8,500.00
<b>Total 0700-0 · Utilities &amp; Communications</b>	693.42	1,458.32	17,974.27	16,041.68	17,500.00
0800-0 · Professional Services	22,036.52	12,083.33	157,090.24	132,916.67	145,000.00
0800-1 · Membership Dues & Subscriptions	648.00	416.66	8,112.00	4,583.34	5,000.00
0801-0 · Board Attorney Fees	26.80	4,166.66	35,111.25	45,833.34	50,000.00
0840-0 · CONSULTANTS	5,000.00	4,000.00	55,000.00	44,000.00	48,000.00
0899-1 · Evaluator Fees	100.00	333.33	11,485.30	3,666.67	4,000.00
0899-2 · Hearing Officer Fees	0.00	666.66	5,304.00	7,333.34	8,000.00
0899-6 · A.D.H.P. Materials & Supplies	0.00	0.00	860.85	1,500.00	1,500.00

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0900-0 · Office Expense	159.88	833.33	13,389.97	9,166.67	10,000.00
0900-1 · Recycle / Paper Disposal	120.00	83.33	1,200.71	916.67	1,000.00
0902-0 · NPDB HIPDB License Background	24.00	41.66	174.00	458.34	500.00
0906-0 · Printing & Supplies	0.00	83.33	0.00	916.67	1,000.00
0910-0 · Postage	0.00	833.33	12,335.62	9,166.67	10,000.00
0924-0 · Insurance	0.00		10,371.75	10,000.00	10,000.00
0944 · Computer Expenses					
0944-0 · Computer Updates	0.00	2,500.00	8,737.91	27,500.00	30,000.00
0944-1 · Computer Support	1,103.27	5,416.66	95,328.04	59,583.34	65,000.00
<b>Total 0944 · Computer Expenses</b>	<u>1,103.27</u>	<u>7,916.66</u>	<u>104,065.95</u>	<u>87,083.34</u>	<u>95,000.00</u>
0951-0 · NSF	0.00	41.66	36.00	458.34	500.00
0999-0 · MISC.	0.00	83.33	245.00	916.67	1,000.00
1000-0 · Auto Expense	0.00	2,083.33	23,154.87	22,916.67	25,000.00
1000-1 · Vehicle Repairs & Maint.	45.29	83.33	557.32	916.67	1,000.00
1000-2 · Vehicle Fuel	282.70	250.00	2,938.78	2,750.00	3,000.00
1400-0 · Equipment					
0600-3 · Equipment Rental/Lease	392.81	1,250.00	12,739.24	13,750.00	15,000.00
<b>Total 1400-0 · Equipment</b>	<u>392.81</u>	<u>1,250.00</u>	<u>12,739.24</u>	<u>13,750.00</u>	<u>15,000.00</u>
6950 · Bank & CC Service Fees	169.51	1,000.00	42,506.96	11,000.00	12,000.00
<b>Total Expense</b>	<u>96,209.31</u>	<u>106,933.21</u>	<u>1,382,044.32</u>	<u>1,286,266.79</u>	<u>1,393,200.00</u>
<b>Net Ordinary Income</b>	<u>-92,699.07</u>	<u>-96,012.46</u>	<u>59,301.64</u>	<u>96,012.46</u>	<u>0.00</u>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
524 · NSF Checks	0.00		3,745.00		
527-2 · ADPWC - Monitoring Fee	0.00		8,555.80		
560 · Online Renewals	0.00		-70.00		
<b>Total Other Income</b>	<u>0.00</u>		<u>12,230.80</u>		
<b>Net Other Income</b>	<u>0.00</u>		<u>12,230.80</u>		
<b>Net Income</b>	<u><u>-92,699.07</u></u>	<u><u>-96,012.46</u></u>	<u><u>71,532.44</u></u>	<u><u>96,012.46</u></u>	<u><u>0.00</u></u>